

DUTY STATEMENT

Class Title: Executive Secretary	Position Number: 804-490-1247-901
Unit:	
Section:	
Branch: Division Office	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Office of AIDS administers programs and services to monitor the HIV/AIDS epidemic, prevent HIV transmission, and provide health care and support services to individuals infected with HIV.

Supervision Received: General direction from the Division Chief and Assistant Division Chief.

Supervision Exercised: None.

Description of Duties: The Executive Secretary assists the Chief with routine administrative functions, including performing a variety of difficult secretarial and somewhat complex administrative functions. Routine tasks involve researching confidential and/or sensitive program issues; acting as liaison with the Director's Office, the Health and Human Services Agency, and the Governor's Office; and providing administrative assistance and secretarial support.

Percent of Time Essential Functions

- 40% Responds, with a high degree of professionalism, to inquiries from the general public, governmental and public agencies, legislators, the Governor's Office, and other Department of Health Services programs concerning the office's overall goals and objectives, activities, public meetings, workgroup deliberations, and policies under consideration by the Division and its advisory groups. Receives, screens, and responds to concerns and requests for information directed to the Chief/Assistant Chief and the office via letters, telephone calls, and email from constituents, consumers, advocacy organizations, the media, and other groups. Assigns, when appropriate, requests to Branch staff and follows up to ensure that action is taken in a timely fashion and due dates are met.
- 20% Independently or in accordance with general instructions, composes correspondence and/or brief reports on a wide range of subjects. Reviews and evaluates all internal materials submitted to Division for consistency with departmental and divisional policy, completeness and accuracy of subject matter, and content and grammar. Prioritizes correspondence for the Chief/Assistant Chief's reply with the appropriate documentation and background materials attached for reference.
- 20% Schedules appointments for the Chief/Assistant Chief and prepares a daily itinerary, including background materials pertaining to meetings. Coordinates the Chief/Assistant Chief's travel arrangements and processes travel reimbursement forms. Processes requests for participation in and reimbursement for conferences, trainings, and seminars. When requested by the

Chief/Assistant Chief, develops meeting agendas and takes, summarizes, and distributes meeting notes to attendees.

- 15% Maintains a tracking system for identification of program assignments and due dates. Maintains confidential and administrative files. At the request of the Chief/Assistant Chief, researches confidential and sensitive program issues. Troubleshoots problems on a variety of issues and resolves them expeditiously to ensure that appropriate action is taken.

Percent of Time Marginal Functions

- 5% Other duties as required, including providing backup to the support staff unit supervisor in his/her absence.

Employee's signature	Date	Supervisor' signature	Date
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